

1.2 Success With Reading / Scanning

To the Student: Scanning

What Is Scanning?

Scanning is a reading technique you use when you want to locate a single fact or a specific bit of information without reading every word. You use scanning many times in your daily activities. For example, you scan the television listings of a newspaper or a magazine to find the time and channel of a TV show. You scan a telephone directory when you need to find an address or telephone number. When finding a name in a directory, it is not necessary to read every name and number on the page. You simply move your eyes quickly down the page until you locate the name, address, and number and then look no further. Scanning is a fast way to find information. It must also be accurate if you want to see a specific TV show or get a correct phone number.

How to Scan

Note the arrangement of information.

Unlike skimming, in which you usually know little or nothing about the material beforehand, often scanning is done with material that you *do* know something about. In the case of a telephone directory, for example, you already know the name of the person. You also know that the directory is arranged alphabetically according to last names. So if you wish to locate the phone number of Katie Nahrwold, you know that it will be listed alphabetically with names that begin with *N*. First use the guide words at the top of the directory pages to locate the correct page quickly. Then begin immediately to scan the alphabetical arrangement of names.

Whatever the reference you are using, you can be sure it is arranged in some logical way. In order to save reading time and to prepare for scanning, you need to take a few minutes to become familiar with the organization of the material. Following are several types of common arrangements.

1. *Alphabetical.* Much of the resource material that you scan will be arranged alphabetically. A dictionary, the index of a book, a zip code directory, as well as numerous guides and reference listings, all are arranged alphabetically for quick understanding and easy location of information.
2. *Nonalphabetical.* Not all material is arranged alphabetically. Television listings, for example, are arranged by day and time. Historical data and tables may be arranged by month and year. The sports pages of your newspaper list scores by category—baseball, football, tennis, and so on. A listing of the 40 most popular songs often is arranged numerically according to the number of copies sold of each song.
3. *Prose.* Newspaper and magazine articles, encyclopedias and other reference materials, textbooks, and nonfiction trade books are materials that have varying types of organization. In order to scan quickly and efficiently, you must become familiar with the arrangement of the material. Take a few minutes to read the title and subheads, look at the illustrations, and read the first and last paragraphs. This reading will give you a

1 Alphabetical Lists

Some materials you will want to scan are arranged alphabetically. A solid understanding of the rules of alphabetical order will enable you to scan these materials quickly. The words in the following exercise have similar beginning letters and so will give you practice in alphabetical order up to the sixth letter.

Look briefly at the Alphabetical List on page 42. Notice that the words are in alphabetical order, that the first word begins with *f* and that the last word begins with *g*. Scan the word list to find each of the words in the first column below. As you locate each word, write the word that follows it in the second column.

Word to Find	The Following Word	Word to Find	The Following Word
1. fuzzy	_____	14. frequently	_____
2. fry	_____	15. furniture	_____
3. getting	_____	16. gatepost	_____
4. gaze	_____	17. gasoline	_____
5. ghostly	_____	18. frog	_____
6. fumes	_____	19. frost	_____
7. galoshes	_____		
8. geese	_____	21. geranium	_____
9. gingham	_____	22. fussy	_____
10. gap	_____	23. funnies	_____
11. geology	_____	24. frill	_____
12. gargle	_____	25. ginger	_____
13. gigantic	_____		

Start: _____
Finish: _____

Scanning Time: _____
Number Correct: _____

Alphabetical List

fracture
fragile
fragrance
fragrant
frame
frank
frankfurter
frankness
frantic
frantically
fraud
frazzled
freak
freckles
free
freedom
freehand
freely
freeman
freeze
freezer
freight
freighter
frequent
frequently
fresh
freshen
freshly
freshman
freshness
fret
friction
fried
friend
friendless
friendlier
friendliness
friendly
friendship
frighten
frightful
frill
fringe
frisbee
frisk
frisky
frog
frogman
from
front

frontier
frontiersman
frost
frostbite
frosting
frosty
frown
froze
frozen
fruit
fruity
fry
fudge
fuel
fulfillment
full
fullback
fullness
fully
fumble
fume
fumes
fun
function
fund
funds
funeral
funnel
funnies
funniest
funny
fur
furious
furiously
furnace
furnish
furnishings
furniture
furred
furry
furs
further
furthermore
furthest
fury
fuse
fuss
fussbudget
fussier
fussy

future
fuzz
fuzzy
gab
gabby
gadget
gag
gaily
gain
gal
galaxy
gallant
gallery
galley
gallon
gallop
galoshes
gamble
gambler
gambling
game
gander
gang
gangster
gangway
gap
garage
garbage
garden
gardener
gardenia
gargle
garlic
garment
garter
gas
gash
gaslight
gasoline
gasometer
gasp
gasses
gassy
gate
gatepost
gateway
gather
gathering
gauge
gauze

gave
gay
gaze
gear
gearshift
geese
gem
general
generally
generate
generation
genius
gent
gentle
gentleman
gentlemanly
gentleness
gently
genuine
geographer
geographical
geography
geologist
geology
geranium
germ
get
getaway
getting
ghost
ghostly
giant
gift
gifted
gigantic
giggle
gill
gin
ginger
gingerbread
gingersnap
gingham
giraffe
girdle
girl
girlhood
girlish
give
giver
gives